

**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

P.O. Box 12157 - Austin, Texas 78711-2157
800-803-9202 - (512) 463-6599 - FAX (512) 463-1512
www.tdlr.texas.gov education@tdlr.texas.gov

APPLICATION FOR:

Texas Cosmetology School License

PURSUANT TO TITLE 9, OCCUPATIONS CODE, CHAPTER 1602

DO NOT WRITE IN THE FEE AREA IMMEDIATELY BELOW

FEE	RECEIPT NUMBER	EVENT CODE	FEE AMOUNT	PMT. AMOUNT	MONEY TYPE
Application			\$500		

License #

DO NOT WRITE ABOVE THIS LINE**NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.****1. School Name****2. School Type** (Check one) ☐ Private Post-Secondary ☐ Public Secondary (High School) ☐ Public Post-Secondary (Jr College/Community)**3. Opening Date** _____**4. Normal Business Days and Hours Open** Days: _____ Hours: _____**5. School's Mailing Address and Contact Information** (USED FOR ALL CORRESPONDENCE)

Number, Street and Apt. No _____ -OR- PO Box Number _____

City _____ State _____ Zip Code _____

Contact Person _____ email Address (johndoe@aol.com for example) _____

(_____) _____ (_____) _____
Area Code Phone Number Area Code Fax Number**6. School's Physical Address** (WHERE PERMANENT RECORDS ARE KEPT)

Number, Street and Suite No. _____

City _____ State _____ Zip Code _____

7. School's Website**8. Organization Type** (check one) ☐ Sole Proprietorship ☐ Corporation ☐ Limited Partnership
☐ Limited Liability Company ☐ Limited Liability Partnership ☐ Public**9. Owner Name** (private post-secondary schools only)**THIS FORM CONSISTS OF 3 PAGES**

10. Instructor Name _____ License #: _____

11. Curriculum

Select the curriculum that will be offered.

<input type="checkbox"/>	Operator (1,500 hours)	<input type="checkbox"/>	Eyelash Extension (320 hours)
<input type="checkbox"/>	Operator (1,000 secondary)	<input type="checkbox"/>	Hair Weaving (300 hours)
<input type="checkbox"/>	Class A Barber to Cosmetology (300 hours)	<input type="checkbox"/>	Wig (300 hours)
<input type="checkbox"/>	Esthetician (750 hours)	<input type="checkbox"/>	Hair Braiding (35 hours)
<input type="checkbox"/>	Manicure (600 hours)	<input type="checkbox"/>	Instructor (750 hours)
<input type="checkbox"/>	Manicurist/Esthetician (1,200 hours)	<input type="checkbox"/>	Instructor (500 hours) (Requires 1 year experience as a licensed Cosmetology operator)

NOTE: Section 1602.453 Course Length and Curriculum Content of the Cosmetology Law states:

- (a) A private beauty culture school must design course length and curriculum content to reasonably ensure that a student develops the job skills and knowledge necessary for employment.
- (b) A school must submit to the commission for approval the course length and curriculum content for each course offered by the school. The school may implement a course length and curriculum content only after approval by the commission.
- (c) Before issuing or renewing a license under this chapter, the department shall require a school to account for each course length and curriculum content.

Please submit the Texas Cosmetology School Curriculum Approval Application and material for each curriculum selected in #11 above.

12. Signature of Owner and/or Officer

STATEMENT OF APPLICANT(S)

I certify that I will comply with all applicable provisions of the Texas Occupations Code, Chapters 51, 1602, and 1603; Tex. Admin. Code, Title 16 Chapter 60 and the Cosmetology Administrative Rules, Tex. Admin. Code, Title 16 Chapter 83. I understand that providing false information on this application may result in revocation of the license I am requesting and the imposition of administrative penalties.

_____ Printed Name of Owner, Officer, or Authorized Representative	_____ Signature of Owner, Officer, or Authorized Representative	_____ Date Signed
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**PRIVATE COSMETOLOGY SCHOOL PERMIT
OWNERSHIP INFORMATION PAGE**

**LIST ALL OWNERS THAT HAVE 25% OR MORE OWNERSHIP OF THE BUSINESS.
YOU MAY ATTACHED ADDITIONAL PAGES IF NECESSARY.**

Name _____ **Percentage of Ownership** _____ %

Federal ID No. or Owner Social Security No.* _____

Mailing Address and Contact Information

Number, Street and Apt. No. _____ - P.O. Box number _____
City _____ State _____ Zip Code _____ () _____
Area Code Phone Number
() _____
Area Code Fax Number _____ Email Address (johndoe@aol.com for example) _____

Name _____ **Percentage of Ownership** _____ %

Federal ID No. or Owner Social Security No.* _____

Mailing Address and Contact Information

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City _____ State _____ Zip Code _____ () _____
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Name _____ **Percentage of Ownership** _____ %

Federal ID No. or Owner Social Security No.* _____

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Area Code Phone Number
() _____
Area Code Fax Number _____ Email Address (johndoe@aol.com for example) _____

If you have a Social Security Number, Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders.



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COSMETOLOGY SCHOOL PERMIT APPLICATION INSTRUCTIONS

**AN APPLICATION IS NOT CONSIDERED COMPLETE AND WILL NOT BE PROCESSED
UNTIL ALL SECTIONS OF THE APPLICATION HAVE BEEN SUBMITTED.**

The application must be completed and signed by the applicant. All information provided must be typed or printed in black ink. This application must be submitted on single-sided, 8½" x 11" paper. Please use a paperclip to fasten all pages together, with cashiers check or money order on top. **Please do not use staples.**

1. **School Name** - Enter the official name of the school. This must be the name used in advertisements.
2. **School Type** - Select the appropriate type of school to be licensed.
3. **Opening Date** - Enter the date you plan to open.
4. **Hours** - Provide the days and hours of operation.
5. **School Mailing Address and Contact Information** - Enter the mailing address for the school. This address is where the Department will mail all correspondence and may be a post office box. Provide the contact person's name, telephone number, fax number and email address. **NOTE:** The contact person listed and their email will be the contact for the SHEARS program. SHEARS is the electronic student activity reporting process and is only accessible by a PIN (personal identification number). Email addresses are a part of the key information required to transact business with TDLR. Your e-mail address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
6. **Physical Address** - Enter the physical address of the school. This address is the actual business location of the school and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.
7. **School's Website**: Provide the website address of the school, if applicable.
8. **Organization Type** - Indicate how your business/school is organized.
9. **Owner Name** - *(for private post-secondary schools only)* Enter the name of the owner and attach the ownership information page.
10. **Instructor Name** - Provide the name and license number of the instructor that will be on staff.
11. **Curriculum** - Indicate the curriculum to be offered. Include a copy of the school catalog, handbook, lesson plan, syllabus and/or a course outline, and the Cosmetology School Curriculum Approval Application. Provide the name of the textbook to be used.
12. **Signature of Applicant(s) and/or Officer(s)** - Application must be signed by the owner, officer or other authorized representative of the school. Be sure to print name, sign and date the application.

Note: Inspections will not be performed until all requirements are met.

Schools may not enroll students until the inspection has been passed and the license has been received.

The following must be submitted along with the application, and approved prior to inspection.

Private Post-Secondary:

- ☐ A floor plan showing the building is of permanent construction and includes two (2) separate areas, one area for instruction in theory and one for clinic work and contains a minimum of 2,800 square feet.
(For a school located in a county with a **population of more than 100,000**)
- ☐ A floor plan showing the building is of permanent construction and includes two (2) separate areas, one for instruction in theory and one for clinic work, and contains a minimum of 1,800 square feet.
(For a school located in a county with a **population of 100,000 or less**)
- ☐ Access to permanent restrooms
- ☐ Adequate drinking fountain facilities
- ☐ Equipment sufficient to instruct a minimum of 10 students
- ☐ Proof of ownership of building or proof of lease for the first 12 months of operation.
- ☐ Submit a copy of the curriculum approved by the department for each course offered, including a copy of the school catalog, handbook, lesson plan and/or course outline, and the Cosmetology School Curriculum Approval Application. Provide the name of the textbook to be used.
- ☐ Instructor name and license number.
- ☐ A current financial statement prepared by a certified public accountant. If the financial statement is more than 180 days old, an applicant must also provide a supplement financial statement dated to within 180 days of the application.

Public Secondary / Public Post-Secondary:

- ☐ A floor plan showing the building is of permanent construction and not less than 2,200 square feet that includes an office, dispensary, locker room, classroom and laboratory space
- ☐ Equipment sufficient to instruct a minimum of 10 students.
- ☐ Instructor name and license number.
- ☐ Submit a copy of the curriculum approved by the department for each course offered, include a copy of the school catalog, handbook, lesson plan and/or course outline, and the Cosmetology School Curriculum Approval Application. Provide the name of the textbook to be used.

**SEND THE APPLICATION, DOCUMENTATION AND THE APPLICATION FEE OF \$500.00,
PAYABLE TO TDLR TO THE ADDRESS SHOWN ABOVE.
(Fees are non-refundable)**

REQUIRED EQUIPEMENT CHECKLIST FOR ALL SCHOOLS

This list is provided to help the school obtain the property facility and equipment.

Equipment Required:

Beauty culture schools must have a classroom separated from the laboratory area by walls extending to the ceiling and equipped with the following:

- if using a time clock to track student hours, one day/date formatted computer time clock
- desks and chairs or table space for each student in attendance
- medical dictionary
- audio/visual equipment
- a dispensary containing a sink with hot and cold running water and space for storage and dispensing of supplies and equipment
- a suitable receptacle for used towels/linens
- two covered trash cans in lab area
- one large wet disinfectant soaking container

Equipment requirements, based on the curriculum being offered.

Cosmetology Operator Curriculum:

The following equipment must be available in adequate number for student use:

- shampoo bowl and shampoo chair
- heat processor or hand-held hair dryer and heat cap or therapeutic light
- cold wave rods
- thermal iron (electric or non-electric)
- styling station covered with a non-porous material that can be cleaned and disinfected, with mirror, and styling chairs (swivel or hydraulic)
- mannequin with sufficient hair, with table or attached to styling station
- professional hand clippers
- professional hand held dryer
- manicure table and stool
- facial chair or bed
- lighted magnifying glass
- dry sanitizer
- wet sanitizer

Esthetics Curriculum:

The following equipment must be available in adequate number for student use:

- facial chair
- lighted magnifying glass
- woods lamp
- dry sanitizer
- steamer machine
- brush machine for cleaning
- vacuum machine

- high frequency for disinfection, product penetration, stimulation
- galvanic machine for eliminating encrustations, product penetration
- paraffin bath and paraffin wax
- facial bed
- mannequin head
- wet sanitizer

Manicure Curriculum:

The following equipment must be available in adequate number for student use:

- an autoclave, dry-heat sterilizer or ultra-violet sanitizer
- complete manicure table with light
- client chair
- student stool or chair
- whirlpool foot spa or foot basin
- electric nail file
- UV light curing system
- paraffin bath and paraffin wax
- air brush system

Esthetician/Manicure Curriculum:

If offering this curriculum, the equipment required for the esthetician curriculum and the equipment for the manicure curriculum must be in the school including a wax warmer and paraffin warmer for each service, adequate number for student use.

Eyelash Extension Curriculum:

The following equipment must be available in adequate number for student use:

- facial bed or massage table that allows the consumer to lie completely flat
- stool or chair
- lamp
- mannequin head
- wet sanitizer
- dry sanitizer

Responsibilities of a School:

- Maintain a copy of the current law and rules book.
- Curricula must be posted in a conspicuous place in the school along with current syllabus and lesson plan for each course to be available for inspection.
- Maintain one album to display each student permit, including affixed picture, of each enrolled student. Permit to be displayed in alphabetical order by last name, then alphabetical order by first name, and, if more than one student has the same name, by student permit number.
- If using a time clock, post a sign at the time clock that states the following department requirements:
 - Each student must personally punch the time clock. No student may allow another person to clock in or out on his/her behalf.
 - No credit shall be given for any times written in, except in a documented case of time clock failure or other situations approved by the department.
 - If a student is in or out of the facility, he/she must clock out.
 - Student leaving the facility for any reason, including smoke breaks, must clock out, except when an instructional area on campus is located outside the approved facility, that area is approved by the department and students are under the supervision of a license instructor.
- Schools using credit hours shall, at the end of the course or module, submit to the department an electronic record of each student's credit hours in a manner prescribed by the department.
- A school must maintain and have available for a department and/or student inspection the following:
 - Daily record of attendance
 - If using a time clock:
 - Time clock record(s)
 - Time clock failure and repair record(s); and
 - Field trip records in accordance with §83.120(d)(5);
 - All other relevant documents that account for a student's accrued clock hours.
- Schools using time clocks, shall at least one time per month, submit to the department an electronic record of each student(s) in a manner and format prescribed by the department.
 - Except for a documented leave of absence, schools shall electronically submit a student's withdrawal or termination to the department within 10 calendar days after the withdrawal or termination.
 - Except for a documented leave of absence, a school shall terminate a student who does not attend a cosmetology curriculum for 30 days.
- Schools must have not less than one full-time licensed instructor on duty for each 25 students in attendance, including evening classes. A school may not enroll more than three student-instructors for each licensed instructor teaching in the school on a full-time basis. The student-instructor shall at all times work under the direct supervision of the full-time licensed instructor and may not service clients.
- A licensed instructor must be physically present during all curriculum activities.
- No credit for instructional hours can be granted to a cosmetology student unless such hours are accrued under the supervision of a licensed instructor.
- Public schools shall electronically submit a student's accrual of 500 hours in math, lab science, and English.

Cosmetology establishments must display in the establishment, in a conspicuous place clearly visible to the public, a copy of the establishment's most recent inspection report issued by the department.